

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
P.O. Box 2415  
Washington, DC 20013-2415

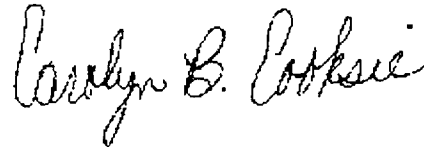
**Notice FC-69**

1910-B

**For:** State and County Offices

**FY 1997 Farm Credit Programs Credit Reports**

**Approved by:** Acting Deputy Administrator, Farm Credit Programs



**1 Overview**

**A**

**Background**

Previously, mortgage credit reports were ordered by State Offices from the vendor listed on the National Blanket Purchase Agreement (BPA) issued by FmHA.

Beginning in FY 1997, State Offices will be responsible for obtaining the individual mortgage credit reporting services for Ag Credit Teams.

**B**

**Purpose**

This notice:

- delegates responsibility for ordering mortgage credit reports to State Offices
- provides information on the funding used on purchase orders.

**Disposal Date**

October 1, 1997

**Distribution**

State Offices; State Offices relay to County Offices and Ag Credit Teams

## Notice FC-69

### 2 State Office Action

---

#### A Funding

Funds for mortgage credit reports will be allocated to State Offices as part of the direct loan financing (R) and program (A) contracting cost allocations.

The Program Account Codes (PAC) will remain unchanged.

Program and Phase	Recoverability	PAC	Account
Loan Making	Recoverable	F1Y1	R
Loan Servicing	Non-Recoverable	F2Y1	A

---

#### B GSA Federal Supply Schedule

Credit reports must be ordered against the GSA Federal Supply Schedule FSS 732 IA.

Notes: Contact GSA Centralized Mailing List Service, at 817-334-5215, for initial copies of FSS 732 IA.

Submit GSA-457 or GSA-457EZ to be added to the mailing list for updates to FSS 732 IA.

---

#### C Ordering Credit Reports

FSS 732 IA describes several types of credit reports. When selecting a vendor, State Offices shall consider variables such as past service, type of reports available, coverage of the area, as well as the price.

Issue a BPA to the selected vendor on a type 60 AD-838. A separate BPA is needed for recoverable and non-recoverable items.

---

Continued on the next page

**2 State Office Action (Continued)**

---

**D**

**Notifying Ag  
Credit Teams**

Upon issuance of BPA, State Offices shall provide the following information to the Ag Credit Teams:

- a copy of each BPA with the name, address, phone number, and point of contact
  - ordering instructions, such as whether Ag Credit Teams are authorized to order directly from the vendor, or if all requests must be submitted to the State Office
  - authorized ordering officials and level of the individual's authority
  - instructions for processing invoices
  - any necessary tracking information.
- 

**E**

**Commercial  
Credit Reports**

Continue to order commercial credit reports by FAX, from LMD, at 202-690-1117.

---

**F**

**Contact**

If there are questions concerning this notice, contact the following individuals, through the Area Office.

Issue	Contact
Funding	Mike Hinton, LMD
Obtaining copies of FSS 732 IA or issuing AD-838	Diane Cudd or Donna Dougherty, MSD

---